

SAN JUAN NATIONAL HISTORIC SITE SPECIAL PARK USE REQUESTS

THE NATIONAL PARK SERVICE WILL PROMOTE AND REGULATE THE
USE OF PARKS, AND WILL PROVIDE THOSE SERVICES NECESSARY TO MEET
THE BASIC NEEDS OF PARK VISITORS AND TO ACHIEVE EACH PARK'S MISSION GOALS.

INTRODUCTION AND POLICY SUMMARY

The San Juan National Historic Site administers, protects, preserves and interprets two of the world's most impressive fortifications, Fort San Felipe Del Morro, Fort San Cristobal, San Juan Gate, Fort El Canuelo, and approximately 2.5 miles of massive stone walls in the Old city of San Juan. The San Juan National Historic Site is the only park within the National Park System that represents the Spanish activity in the Caribbean. The park is located in a diverse and multi-cultural urban area and has an annual visitation of approximately 2.5 million visitors from all over the country and the world. In an order to protect these rare national treasures for all people to enjoy, the Congress of the United States saw fit to create the San Juan National Historic Site:

“...the ancient fortifications of San Juan, Puerto Rico, particularly the massive masonry works of El Morro and San Cristobal and their connecting walls, are outstanding monuments of the past, possessing exceptional historical and architectural interest for the Nation, and have been declared by the Advisory Board on National Parks, Historic Sites, Buildings, and Monuments to possess exceptional importance as commemorating the history of the United States”.

The San Juan National Historic Site was established for the following purposes: (1) To preserve for the historic public use historic sites, buildings and objects of national significance for the inspiration and benefit of the people of the United States; (2) to protect these ancient fortifications as outstanding monuments of the past, possessing exceptional historical and architectural interest for the nation; (3) to recognize these ancient fortifications as possessing exceptional importance in commemorating the history of the United States.

IMPAIRMENT AND DEROGATION OF PARK VALUES AND PURPOSES

The Service has the responsibility to manage all park uses and, when necessary, regulate their amount, kind, time, and place. The Organic Act of 1916, directs the Service to conserve park resources “unimpaired” for the enjoyment of future generations. Congress supplemented and clarified these provisions through the enactment of the General Authorities Act in 1970, and again through the enactment of a 1978 amendment to that law which prohibits the Service from allowing any activities that would cause derogation of the values and purposes for which the parks have been established. Determining the activities which may be authorized within the San Juan National Historic Site is controlled by the Organic Act of August 25, 1916 (16 U.S.C. & 1) and the 1978 amendment to the General Authorities Act of 1970 (16 U.S.C. & 1a-1).

Taken together, these two laws impose on National Park Service managers a strict mandate to protect park resources and values. Providing opportunities for public enjoyment is an important part of the Service's mission; but recreational activities and other uses may be allowed at the park only to the extent they can take place without causing impairment or derogation of the park's resources, values, or purposes. The only exception is when an activity that would cause impairment is directly and specifically mandated by Congress; **within the legislation for the San Juan National Historic Site there is no mandated activity.**

To provide for public enjoyment of the parks, the National Park Service will encourage activities that (1) are inspirational, educational, or healthful, and otherwise appropriate to the park environment; (2) will foster a continuing appreciation for park resources and values; and (3) will promote enjoyment through a direct association with, or relation to, park resources. The primary means of fostering and providing activities that meet these criteria will be the National Park Service interpretive and educational programs. The Service will also welcome the efforts of private sector organizations and entities to foster and provide activities that meet these criteria.

The Service will allow other uses that do not meet these criteria, provided they: (1) are appropriate to the reason the park was established, and (2) can be sustained without impairing park resources or values. Unless an activity is mandated by statute, the Service will not allow activities that (1) cause injury or damage to park resources; or (2) are contrary to the purposes for which the park was established; or (3) unreasonably impair the atmosphere of peace and tranquility maintained in wilderness, natural, historic, or commemorative locations within the park; or (4) unreasonably interfere with

the interpretive, visitor service, or other program activities, or with the administrative activities of the National Park Service; or (5) substantially impair National Park Service concessionaire or contractor operations or services; or (6) present a clear and present danger to public health and safety; or (7) result in significant conflict with other existing uses; or (8) are in conflict with law or policy.

SPECIAL PARK USES

General: A special park use is a short-term activity that takes place in a park area and that: (1) provides a benefit to an individual, group, or organization rather than the public at large; (2) requires written authorization and some degree of management control from the Service in order to protect park resources and the public interest; (3) is not prohibited by law or regulation; (4) is neither initiated, sponsored, nor conducted by the Service; and (5) is not managed under a concession contract or commercial use permit, a recreation use covered by section 4 of the Land and Water conservation Fund Act, or a historic lease.

Requests for special park use permits should be sent to the park's Superintendent Office four weeks prior to the date of the planned event. There is a **\$50.00 non-refundable fee** for processing your application for a Special Park Use Permit. It is recommended that potential applicants check with the park on availability of dates prior to submitting the non-refundable fee. Submission of the application form and fee payment **DOES NOT** imply permission for any Special Park Use or Event. Park management will consider the following: the location requested; time requested; duration of the proposed event; size (number of participants and observers) of the proposed event and associated equipment; effect of the proposed event on resources, operations; mission of the park; other, previously approved events/and or activities.

Forts San Felipe Del Morro and Parcel A (green area)



Their primary purpose of Fort San Felipe Del Morro is to provide visitors with the opportunity to view and experience this cultural

resource with the various interpretive activities offered by the park; this purpose will take precedence over all other activities.

Fort San Cristobal and the Outworks



Their primary purpose of Fort San Cristobal to provide visitors with the opportunity to view and experience this cultural resource with the various interpretive activities offered by the park; this purpose will take precedence over all other activities. The area known as the Outworks (green area on the right hand side) is closed to the visiting public.



One of the main features of San Juan, and one that gives it a sense of identity, is the 3 miles of walls and bastions that enclose the historic city and integrate the two forts. The main purpose of the walls and bastions is their interpretive purpose in the defensive system. This purpose will take precedence over all other activities.

LIABILITY INSURANCE

The permittee must obtain a liability insurance that covers the date, times, personnel, equipment agreed in the permit. Personal or homeowners liability insurance is not acceptable. Failure to provide proof of proper insurance is reason for permit denial. The liability must be issued in the name of the group and the park must be additional insured:

The United States Government
Department of the Interior
National Park Service
San Juan National Historic Site
Fort San Cristobal
Norzagaray Street # 501
Old San Juan, Puerto Rico 00901
(787) 729-6960/6777

Evidence of Insurance: Photographers and video or film production companies must carry General Commercial Liability Insurance issued by a United States company. The insurance certificate must identify the production company by name and their business address. If the permittee uses a different company name, the relationship between the named insured company and the permittee's company must be identified.

Amount of Insurance: Personal Liability.....	\$ 300,000
Minimum Commercial Liability (still photography, small film/video projects).....	\$ 500,000
General Commercial Liability for video or film Production Companies.....	\$ 1,000,000
High Risk Activities	\$ 5,000,000 or more

Hold Harmless: The Permittee, by agreeing to this condition, assumes full responsibility when he/she signs the permit.

“ This Agreement is made upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this Agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

Performance Bond Deposits: Performance Bonds or Deposits are the Permittee's guarantee of compliance with permit conditions and reimbursement to the park for damage to the resources and/or facilities as a result of the Permittee's activities. Deposits in an amount adequate to cover the estimated cost of restoration, repair, rehabilitation and cleanup of the area may be required. A personal check is not acceptable in lieu of a bond.” A performance bond in the amount of the total estimated costs is required. Liability insurance protects the government from negligent actions by Permittees

CREDIT LINES

It is specifically prohibited in instances involving product or commercial advertisement, in films promoting an industry and in films designed to influence Congressional initiatives, and on films whose content or subject matter of the filming product would not reflect adversely on the National Park service.

Suggested Format Credit Line: San Juan National Historic Site
NATIONAL PARK SERVICE
U.S. DEPARTMENT OF THE INTERIOR

GOVERNMENT PROPERTY AND SYMBOLS

Government property, including the uniform, will not be used, loaned, or diverted from its normal use, except as stated on 43 CFR

GOVERNMENT SYMBOLS

The use of the NPS Arrowhead in titles, credits or other deliberate disclosures requires the permission of the NPS Director (36 CFR 11.2 and Special Directive 93-7).

HOMELAND SECURITY

In response to the events of September 11, 2001, the National Park Service developed a National Emergency response Plan. In accordance with this plan the Director of the National Park Service determines the National Response Level for the Service and the System's Threat Condition(s). If the department of the Homeland Security changes the Homeland Security Advisory System threat level, regional and park managers are to immediately assume that the National Park System is also at a corresponding threat condition and act accordingly. One of the protective measures is the cancellation of all permits and the closure of park areas and/or the entire facility. If this is the case, the permittee will be informed of the cancellation of the permit without a prior warning. The permittee is also advised that all fees paid will be returned to the permittee.

The following regulations outlined by the Code of Federal Regulations (36 CFR) are also applicable to all special park use requests:

36 CFR 1.5 Closure and Public Use Limit

The buildings known as Quarters 208, 209, 210 A, 210 B, 211, 213, El Polvorin, and El Morro WW II bunker, are closed for all permit requests. All park areas where construction is undergoing are closed for all permit requests.

36 CFR 2.3 Fishing: fishing is prohibited on park lands.

36 CFR 2.4 Weapons: possessing, carrying, or using a weapon, trap or net is prohibited. Discharge of blank ammunition is prohibited.

36 CFR 2.10 Camping: camping is prohibited on park lands.

36 CFR 2.12 Audio disturbances: operating motorized equipment or machinery that exceeds a noise level of 60 decibels measured on the A-weighted scale at 50-feet is prohibited.

36 CFR 2.13 Fires: lightning or maintaining a fire is prohibited.

36 CFR 2.15 Pets: pets are prohibited inside the forts.

36 CFR 2.16 Horses and pack animals: horses and pack animals are prohibited on park lands.

36 CFR 2.17 Aircraft and air delivery: delivering or retrieving a person or object by parachute, helicopter, or other airborne means is prohibited.

36 CFR 2.20 Skating, skateboards, and similar devices: using roller skates, skateboards, roller skis, coasting devices or similar devices on park lands is prohibited.

36 CFR 2.21 Smoking: smoking inside the forts is prohibited.

36 CFR 2.22 Property: the following is prohibited: abandoning property; leaving property unattended for longer than 24 hours.

36 CFR 2.35 Alcoholic beverages and controlled substances:

The possession and consumption of alcoholic substances is prohibited. The possession or use of controlled substances is prohibited.

36 CFR 2.36 Gambling: gambling in any form, or the operation of gambling devices is prohibited.

- 36 **CFR 2.37 Noncommercial soliciting:** soliciting or demanding gifts, money, goods or services is prohibited. Solicitation of donations is prohibited on any NPS administered sites in compliance with NPS Director's Order #21
- 36 **CFR 2.38 Explosives:** using, possessing, storing, or transporting explosives, blasting agents or explosive materials is prohibited. Fireworks Displays will not be authorized at park land due to the safety hazard that they represent to resources and the public.
- 36 **CFR 2.62 Memorialization:** the installation of a monument, memorial, tablet, structure, or other commemorative installation on park land is prohibited.
- 36 **CFR 4.30 Bicycles:** the use of bicycles inside the forts and on Parcel A is prohibited.
- 36 **CFR 5.1 Advertisements:** the posting and distribution of commercial notices or advertisements on park lands is prohibited.
- 36 **CFR 5.2 Alcoholic beverages/ sales:** the sale of alcoholic, spirituous, vinous, or fermented liquor on park lands is prohibited.
- 36 **CFR 5.3 Business operations:** engaging in or soliciting any business on park lands is prohibited. The sale of merchandise and food by the park's authorized Concessionaire's contract is not affected by the above.

Others

Helium-Filled Balloons: pose a danger to the health and safety of marine wildlife and creates a litter problem. Therefore, no releases of helium-filled balloons into the atmosphere will be authorized, except for research or planning purposes.

Food: the consumption of food inside the forts is prohibited.

Glass: the use of glass inside the forts is prohibited.

Government property: including the uniform, will not be used, loaned or rented, or diverted from its normal use.

Government symbols: the use of the NPS Arrowhead in titles, credits or other deliberate disclosures is controlled through law and regulation.

Hay: the use of hay or other floor covering material on park lands is prohibited.

Museum Collections: the use of the park's museum collections is prohibited.

Sales: of T-shirts and other clothing, whether or not it contains a message is prohibited. Further, the sale of all other merchandise, including but not limited to arts and crafts, and all other items as noted above are prohibited. This will also include the charging of entrance and/or parking fees for the use of National Park Service administered property.

Stunts and special effects: are prohibited.

Date	Location	Start Time	End Time	<u>Type of Activity</u> (e.g., film, prep, or strike)	<u>Number of Cast & Crew</u>

(NPS Form 10-931)
(NEW 10/00)

NATIONAL PARK SERVICE
San Juan National Historic Site
Fort San Cristobal
Norzagaray Street # 501
Old San Juan, Puerto Rico 00901
(787) 405-8714 Special Park Use Coordinator
(787) 729-6960 work
(787) 289-7972 FAX

(OMB No. 1024-0026)
(Expires 12/31/2006)

Application for Photography/Filming Permit

Please supply the information requested below. This information is required to evaluate your permit request. Attach additional sheets, if necessary. Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application. There may be additional fees charged, including a location fee, and you may be required to provide proof of liability insurance.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Caterer:
Cell phone #:	Telephone # - set:

Summary of Activities and Scene(s): _____

SCHEDULE BY LOCATION(S) (Includes filming, parking and base camp):

Maximum Number of Participants _____ (Please provide best estimate)

Description of Equipment/Props:

Attach list of vehicles including type and license plate number.

Use of Roads and/or Trails? (Y/N): _____

Describe:

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above.

Signature: _____ Print Name: _____ Date: _____

Title: _____ Company Name: _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$____.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. . *This completed application need to be submitted to the Park for review:*

FAX (787) 289-7972

E:mali Madeline_Yordan@nps.gov

Mailed: Superintendent
San Juan National Historic Site
Norzagaray Street
Old San Juan, Puerto Rico 00901

Attention: Special Park Use Coordinator.

Note 1: that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

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(787) 405-8714 Cellular Special Park Use Coordinator
Application for Special Use Permit – Special Events

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you **may** be required to provide proof of liability insurance.)

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:
Description of Proposed Activity (attach diagram):	

Requested Location: _____

Date (s): _____

<u>Event set up will begin</u>	<u>Event will begin</u>	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment:

Support Equipment (generators, amplification, etc/see attachment.)

SUPPORT EQUIPMENT	QUANTITY	LOCATION
LIGHTS		
EMERGENCY MEDICAL SERVICES		
CATERING		
CLEANING		
SECURITY		
PRESS CONFERENCE		

Construction Needs

Quantity	Location
Main Stage	
Sound Towers	
TV Towers	
VIP Area	
Other	

Support Personnel (contractors, etc. including addresses and telephone numbers):

DIVISION	NUMBER OF VEHICLES	LOCATION
GRIP		
LIGHTS		
ELECTRICAL		
PROPS		
SET DRESSING		
ART MAKEUP		
CAMERA		
CATERING		
TRANSPORTATION		
TRAILERS		
PERSONAL		
TOILETS		
GENERATORS		
SECURITY		
MEDICAL SERVICES		
SECURITY		
PRESS		

Individual in Charge of Event (include address, telephone and cell phone):

Is this an exercise of First Amendment Rights?	Y	N
Are you familiar with/ have you visited the requested area?	Y	N
Do you plan to advertise or issue a press release?	Y	N
Will you distribute printed material?	Y	N
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(if yes explain on separate sheet)	Y	N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of **\$ 50.00** made payable to **National Park Service**.

Application and administrative charges are non-refundable. *This completed application need to be submitted to the Park for review:*

FAX (787) 239-7972

E:mail Madeline_Yordan@nps.gov

Mailed: Superintendent

San Juan National Historic Site

Norzaray Street Old San Juan, Puerto Rico 00901

Attention: Special Park Use Coordinator.

Note 1: that this is an application only, and does not serve as permission to conduct a special event.

If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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National Park Service
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Application for Special Use Permit-Wedding Ceremonies/First Amendment Activities

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you **may** be required to provide proof of liability insurance.)

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:
Description of Proposed Activity (attach diagram):	

Requested Location: _____

Date (s): _____

<u>Event set up will begin</u>	<u>Event will begin</u>	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment)

Support Personnel (contractors, etc. including addresses and telephones)

Individual in charge of event on site (include address, telephone and cell phone numbers):

Is this an exercise of First Amendment Rights?	Y	N
Are you familiar with/ have you visited the requested area?	Y	N
Do you plan to advertise or issue a press release?	Y	N
Will you distribute printed material?	Y	N
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(if yes explain on separate sheet)	Y	N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of **\$ 50.00** made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application need to be submitted to the Park for review:*

FAX (787) 239-7972
 E:mail Madeline_Yordan@nps.gov
 Mailed: Superintendent
 San Juan National Historic Site
 Norzagaray Street Old San Juan, Puerto Rico 00901
 Attention: Special Park Use Coordinator.

Note 1: that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

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